

New to District Registration

Step 1:

Complete New Student Checklist Requirements (Central Registration) and a MN Language Survey

Step 2:

Determine Age of Student

17 or younger, move forward with registration process in step 3

18 or older:

- If not EL, contact School Counselor to review credits/transcripts for recommended educational options:
 - The recommended educational setting will be based upon -
 - the number of credits the student has toward MAPS graduation requirements, and
 - the number of credits that need to be earned prior to the age of 21
 - School Counselor will discuss options with the family to determine the educational setting.
 - If the number of credits that need to be earned exceeds the amount of time left prior to the student turning 21, then ABE Adult High School Diploma will be the first recommended option. If chosen, then an intake meeting with ABE is scheduled.
- If EL, contact School Counselor and EL Coordinator to review credits/transcripts and options with the family and liaisons to determine recommendation for educational setting.
 - The recommended educational setting will be based upon -
 - the number of credits the student has toward MAPS graduation requirements, and
 - the number of credits that need to be earned prior to the age of 21
 - EL Coordinator and Liaison will discuss options with the family to determine the educational setting.
 - If the number of credits that need to be earned exceeds the amount of time left prior to the student turning 21, then ABE Adult High School Diploma will be the first recommended option. If chosen, then an intake meeting with ABE is scheduled.

Step 3:

Interview/Registration Process

- If not EL, then meet with School Counselor to determine class schedule and path to graduation.

Step 4 (for EL only):

If transcripts or Screener testing records are available, please forward to designated review team.

- Records determine whether or not to screen for EL service
 - If a test is needed EL teachers in the building will test students
 - Testing information is sent to:
 - High Schools – Counselors and EL Teacher*
 - Middle Schools – Building Team and EL Teacher*
 - Elementary Schools – EL Teacher*
- *Building identified team makes decision about placement in services.
- If EL, then meet with School Counselor and EL Liaison to determine class schedule and path to graduation. (give family MAPS flyer, MAPS EL flyer, or ABE Flyer)

Step 5 (for EL only):

Elementary level (Grades K-5) students are automatically placed based upon the age of the child. **Middle School level** (Grades 6-8), students are automatically placed based upon the age of the child or until testing or previous school documentation is received. The designated review team will review documentation and place student in appropriate grade/classes. Counselors will communicate academic programming and grade level with students based on Screener results and previous credits. **High School level** (Grades 9-12), students are automatically placed as 9th grade students until testing is completed or appropriate documentation is received. The designated review team will review documentation and place student in appropriate grade/classes. School Counselors will communicate academic programming and grade level with students based on Screener and previous credits.